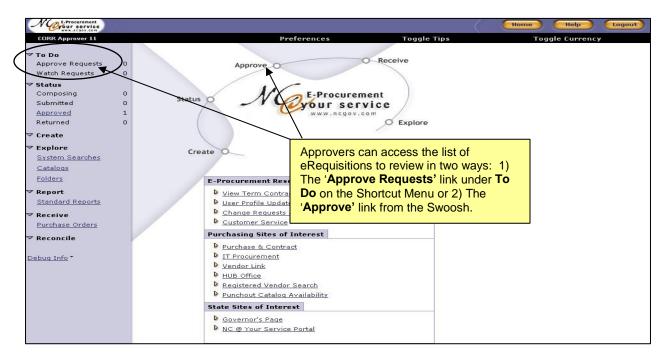


Returning an eRequisition

An approver may return an eRequisition only if the approver is listed as a required approver in the approval flow of the request. After an eRequisition is returned, the status will change from 'Submitted' to 'Returned'. The original requestor will receive an email notification indicating the eRequisition has been returned. The requestor must withdraw the request to make the necessary changes.

An approver may return eRequisition directly from the Approval Requests page or from the Summary page while viewing the eRequisition details.



1. Click the 'Approve Requests' link from the Shortcut Menu.

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2. To return an eRequisition without reviewing the request, place a checkmark in the checkbox next to the eRequisition and click the 'Return' button.



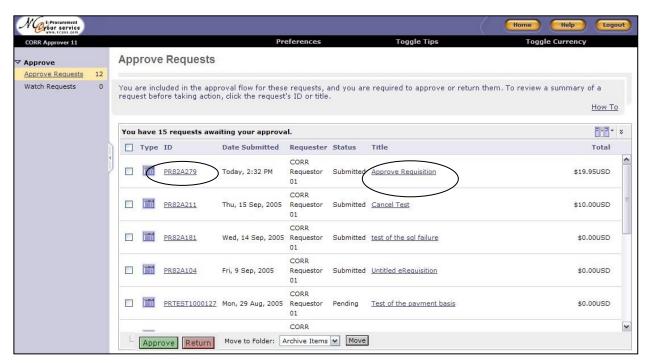
3. Enter comments, if desired and click the 'OK' button.

Note: Requests that have been returned will automatically be moved to the Archive Items folder, unless another folder is selected during the return process. To select another folder, use the dropdown box located beside the 'Archive item(s) to folder:' field.

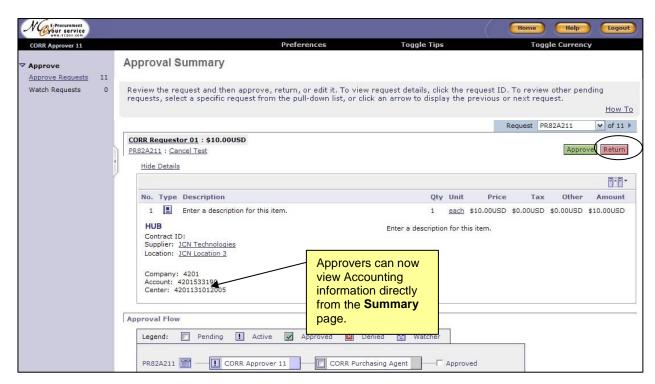
4. Return to the Home Page. Click the 'Home' button.



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5. To review the eRequisition details **before returning the request**, click on the eRequisition ID or eRequisition title.



- 6. Review eRequisition line item information.
- 7. Click the 'Return' button.